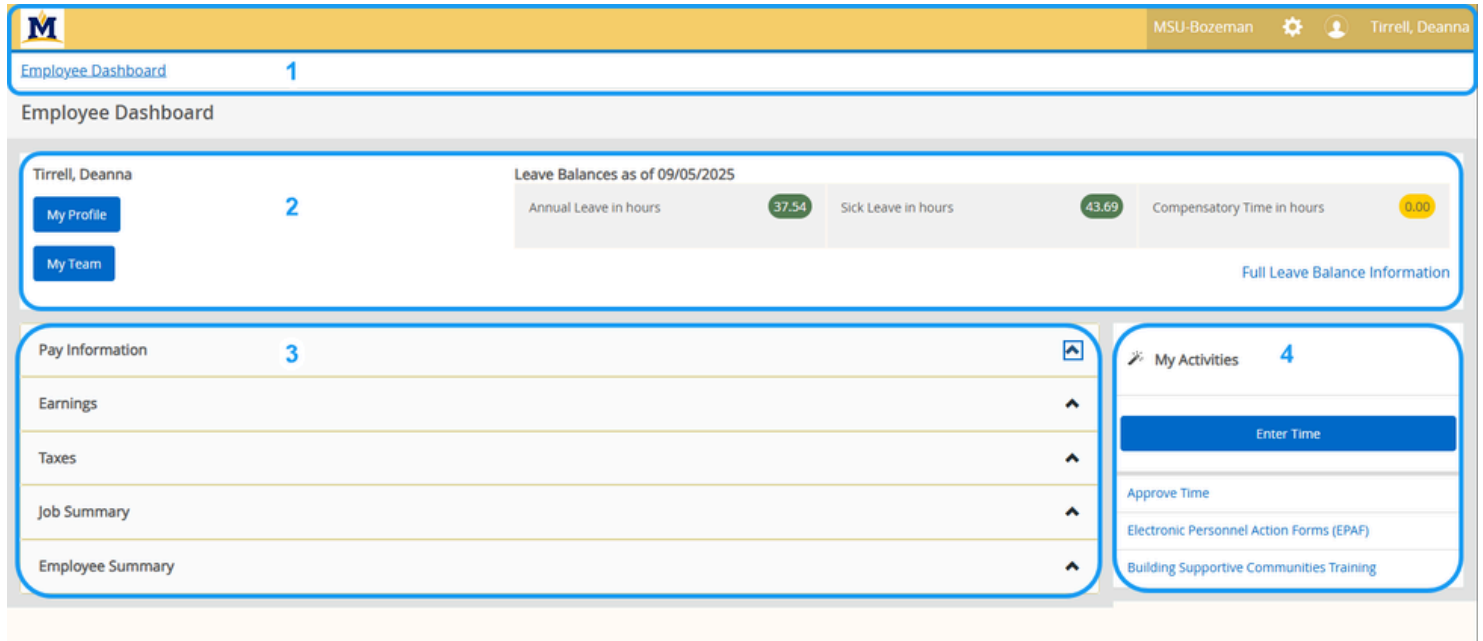


NEW MSU-Northern Employee Dashboard

A one-stop platform for managing personal and employment information



Box 1: Navigation

- Use the top of the screen to navigate within the Employee Dashboard.
- Use the avatar to log out of the dashboard.

Box 2: Personal Information and Leave Balances

- Click **My Profile** to view personal information and find links to edit addresses, phone numbers, and emails.
- Click **My Team** to view information on direct reports.
- View current leave balances displays as well as historical accrual and usage details.

Box 3: Pay and Employment Information

- View and download pay stubs, review direct deposit information, and find basic employment information.
- Update tax withholdings and download tax documents.

Box 4: My Activities

- Record time worked and leave taken in **Enter Time**.
- Approve time as a Timesheet Approver.
- Enter Electronic Personnel Action Forms (EPAF) for employees.

NOTE: listed activities depend on access.

